WORLD'S KEY

COMMON CORE State Standards

Writing

LEVEL 4





WORLD'S KEY

WRITING

LEVEL 4

2024

WRITING

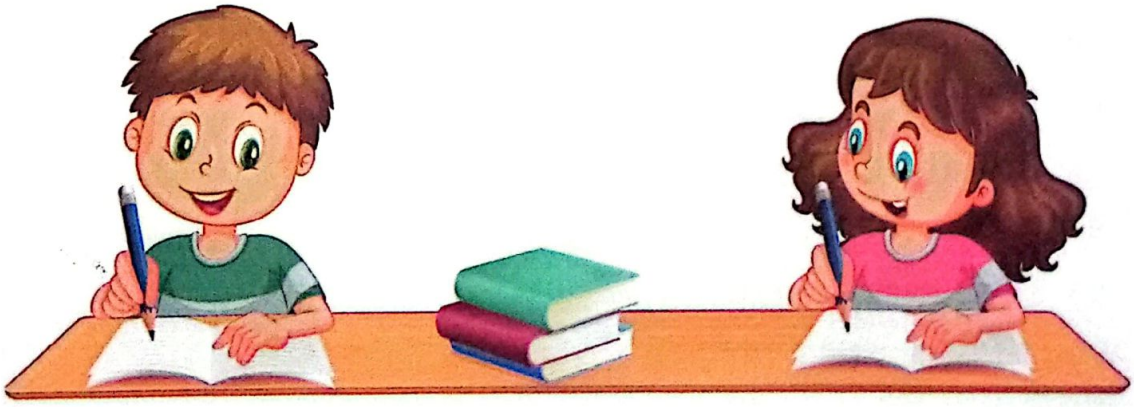


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What Is Writing?

Writing is an effective, creative, and enjoyable process in which students are motivated to express their ideas, interests, and feelings.

Throughout this book, students will work on simple and fun activities, as well as exercises that will bolster their writing skills.

These skills will continue to develop through daily exposure and practice.



Think left and think right and
think low and think high.
Oh, the thinks you can think up
if only you try!

Dr. Seuss



LESSON 1

Sentence Structure

Writers should know that:

- A good sentence structure is an important step in mastering any language.
- A sentence should include the following main components:
  - a subject: The cow
  - a predicate: grazed in the field

  → Sentence: The cow grazed in the field. (simple sentence)

Sentence Checklist:

- a complete thought
- a subject
- a predicate

Let's apply!

A. The following fragments lack the components essential to form complete sentences. **Rewrite** each one, adding the missing components.

1. the exhibition this weekend

_____

2. at the store next month

_____

3. the dishes in the dishwasher

_____

4. spherical in shape

_____

Do you remember?

Compound Sentence	Complex Sentence
independent clause + independent clause(s)	independent clause + dependent clause(s)

Let's apply!

B. **Rewrite** each set of sentences as indicated in parentheses.

1. Amal baked so many cookies. She did not give me any. (compound sentence)

_____

_____

2. Rita writes letters to Mannisa every day. She never reads them. (complex sentence)

_____

_____

3. The wind howled. We slept peacefully. (compound sentence)

_____

_____

4. The village was far away. The farmer always provided the villagers with crops. (complex sentence)

_____

_____

5. The lights flicker. The windows creak. A lady dressed in white appears, holding two white roses. (compound sentence)

_____

_____

_____

C. **Use** the given words in the boxes to form meaningful sentences. **Add** your own words when necessary.

1. sunset meadow animals barn

_____

_____

2. spring blossom refreshed plants

_____

_____

D. **Write** two different types of sentences based on the following pictures.



1. Compound Sentence: _____

_____



2. Complex Sentence: _____

_____

Mechanics and Conventions

Writers should know that:

- A sentence should have a variety of words with different parts of speech.
- A sentence should follow punctuation and capitalization rules.
- A sentence should have no spelling mistakes.

The Four-Star Sentence Checklist
• Have I capitalized correctly?
• Have I used a subject and a predicate in each sentence?
• Have I used correct punctuation marks?
• Have I avoided spelling mistakes?

Let's apply!

A. The part of speech of each missing word is provided in parentheses. **Fill in** the blanks with appropriate words to form well-structured sentences.

1. The _____ (adjective) cat chased the _____ (noun) _____ (preposition) the _____ (noun).

2. The _____ (noun) of the _____ (noun) was very _____ (adjective).

3. _____ (pronoun) woke up _____ (adverb).

B. **Rewrite** the following paragraphs, correcting any mistakes in punctuation, capitalization, and spelling.

1. My favorit pet is the dog for many reasons first dogs trust their owners and ofen save their lives, next dogs are true freinds: finally many amazing tricks can be done with dogs

_____

_____

_____

_____

_____

_____

2. I went campin with my family after we arrived we started fishing. I caught a big fish and also went swimming with my elder brother, we had a campfire every night, where we told funy jokes, and plaied differeni games the camping trip was fuli of thrilling activities.

C. **Rewrite** the following paragraphs, correcting all language errors.

1. Hiking is an excelent exercising. First, they strengthening the muscles. Besidez, it offered a chanse to enjoy natchur. Finaly, it relieve strress.

2. My favorite seazon is summar because its full of life and unforgotting moments. Its daies end into excitement possibilities, where the sweet scent of watermelon fils the place.

D. **Write** your own 5-sentence paragraph about Jawad, who found some money in the park. **Review** the mechanics for clarity and coherence.

LESSON 3

Parts of a Paragraph

Writers should know that:

- A paragraph has a topic sentence that reflects the main idea.
- The last sentence in a paragraph is the concluding or closing sentence, also known as a clincher. It is a restatement of the topic sentence.

A Paragraph Checklist:

- a meaningful topic sentence
- an effective closing sentence

Let's apply!

A. **Underline** the misplaced topic sentence.

First, we collected different types of seashells. Next, we enjoyed swimming in the clean sea. Yesterday, my family and I had an amazing time at the beach. After that, we caught some fish and prepared a delicious dinner. We had unforgettable moments together!

B. **Add** the missing topic sentence in each of the following paragraphs.

1. _____

_____ The stars were glittering on that shining night. The moon was drawing an attractive masterpiece of beauty, smiling at me wherever I went. I could never remove my eyes from the sky that seemed so close to me. I really enjoyed that dream as if it had been a reality!

2. _____

_____ First, washing your hands prevents the transmission of germs and bacteria into your body, which helps reduce exposure to diseases. Additionally, washing your hands several times daily not only preserves your immune system but also makes your body healthier. Beyond the health benefits, clean hands simply make you feel fresh all day long. You will have the satisfaction of rinsing sickness away. Finally, doctors always advise their patients to wash their hands to stay healthy.

C. **Read** each paragraph below. **Underline** the misplaced concluding sentence.

1. Our class had a wonderful time visiting a nursing home last weekend. We shared our homemade sweets and vibrant artwork with the seniors. By the time we departed, I was really glad we had brightened their day a little, keeping a mental note to return soon. Their welcoming embraces and beaming smiles lit up the room as soon as we stepped in. We played games, listened to their stories, and enjoyed chatting with them during the visit.

2. During my latest trip to the Netherlands, I was immediately enchanted by its distinct beauty. Amsterdam, the capital, stood out with its meandering canals, historic architecture, and lively street scenes. In conclusion, the trip was a delightful blend of culture and beauty, leaving me eager to revisit. I enjoyed exploring the museums, especially the Van Gogh Museum, which left me with deep admiration for the artist's work. I took a leisurely bike ride through the countryside and enjoyed the views of traditional windmills and expansive tulip fields.

D. The following paragraphs lack closing sentences. **Provide** each one with a suitable closing sentence.

1. Those tiny ants marching across your sidewalk are not just on a casual stroll. They are on a mission! Ants live in organized colonies, with each having a specific job. Some are strong hunters, carrying crumbs ten times their weight back to the nest. Others are builders, digging tunnels and chambers. Also, there are the soldiers guarding the queen and her precious eggs. _____

_____

2. Buzzing around flowers, honeybees might seem like busybodies, but they are incredible team players. Their hives are bustling cities, with each bee performing a vital role. The queen lays eggs, drones guard the hive, and worker bees do everything, from collecting pollen to building honeycombs. Their communication is full of mystery, especially when they wag their abdomens, telling each other where to find the best flowers and how to return home. _____

_____

Parts of a Paragraph

Writers should know that:

- A paragraph has key details that support the topic sentence.
- All sentences should be related to the main idea; otherwise, the paragraph will include irrelevant details.

Let's apply!

A. **Rewrite** the paragraph, rearranging the supporting details in logical order.

A busy bee spends its day working hard, making honeycombs, collecting pollen, and telling other bees where to find flowers. Next, it flies back to the hive, where dozens of other bees are busy building honeycombs and caring for baby bees. Finally, it's time to rest, but not for long! It zips through the air, happily buzzing as it fills its little pollen basket. It delivers its pollen treasure and performs a special waggle dance to tell the other bees where to find more flowers. First, the busy bee needs a tasty breakfast of sweet nectar from a blooming flower.

B. On the spaces provided, **write** supporting details that explain the steps involved in baking cookies.

Mommy helps measure out flour, sugar, and chocolate chips in big bowls. First, _____ _____. After that, _____ _____. Later, the delicious cookies get tucked into a warm oven. Finally, you get to peek through the glass every few minutes, waiting for the cookies to turn golden brown.

C. **Read** the paragraph below where irrelevant details are intentionally included to mislead. **Underline** these misleading details and **explain** how they distract readers from the central idea.

Some argue that robots will replace human workers for many reasons. Many companies offer advertisements about space. Robots are like cool toys you can play with. They even come in fun colors, like blue and red! Finally, robots can replace some human jobs, but they also offer important support and companionship to people.

D. **Remove** the two irrelevant details from the following paragraph. **Rewrite** the paragraph to enhance clarity and coherence.

Summer is my favorite season because I get to enjoy sunny days at the beach with my family and friends. I also spend time playing in the park with my favorite playmates. Additionally, I love playing with my sister in our garden, surrounded by shady trees. The sea sometimes contains

stinging fish that seem dangerous. I love spending the summer with my family and friends. My favorite color is blue.

E. **Complete** the following paragraph, starting with the topic sentence provided below. **Avoid** including irrelevant details.

With buckets, shovels, and a sprinkle of imagination, a sandcastle becomes a majestic tower against the playful waves.

Process of Writing

Writers should know that:

- The writing process consists of several stages, including:

① Prewriting

This is the brainstorming phase, where writers gather information and recall their prior knowledge. They create a mind map to organize their ideas.

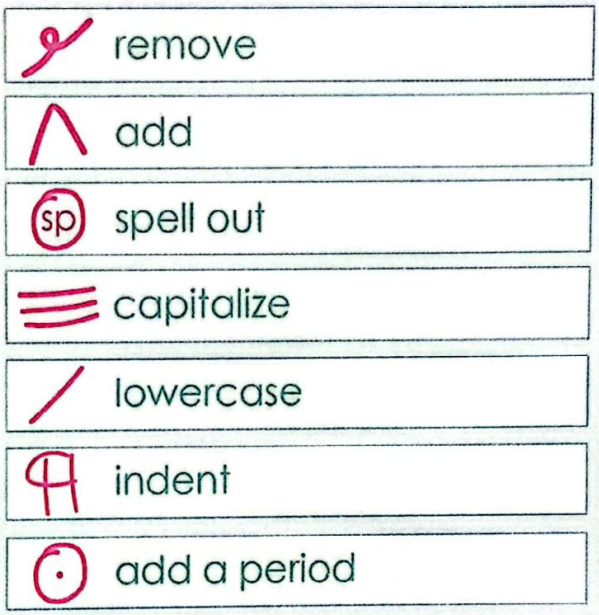
② Drafting

This is when writers start to develop their ideas. They do not worry about perfection at this stage but rather focus on getting their thoughts onto paper.

③ Revising and Editing

In this stage, writers make sure their writing is well-organized and easy to follow. They check for logical flow among sentences. Their writing should be clear and concise. This involves eliminating unnecessary details and proofreading carefully for any mistakes in grammar, punctuation, and spelling.

Some Proofreading Marks and Symbols



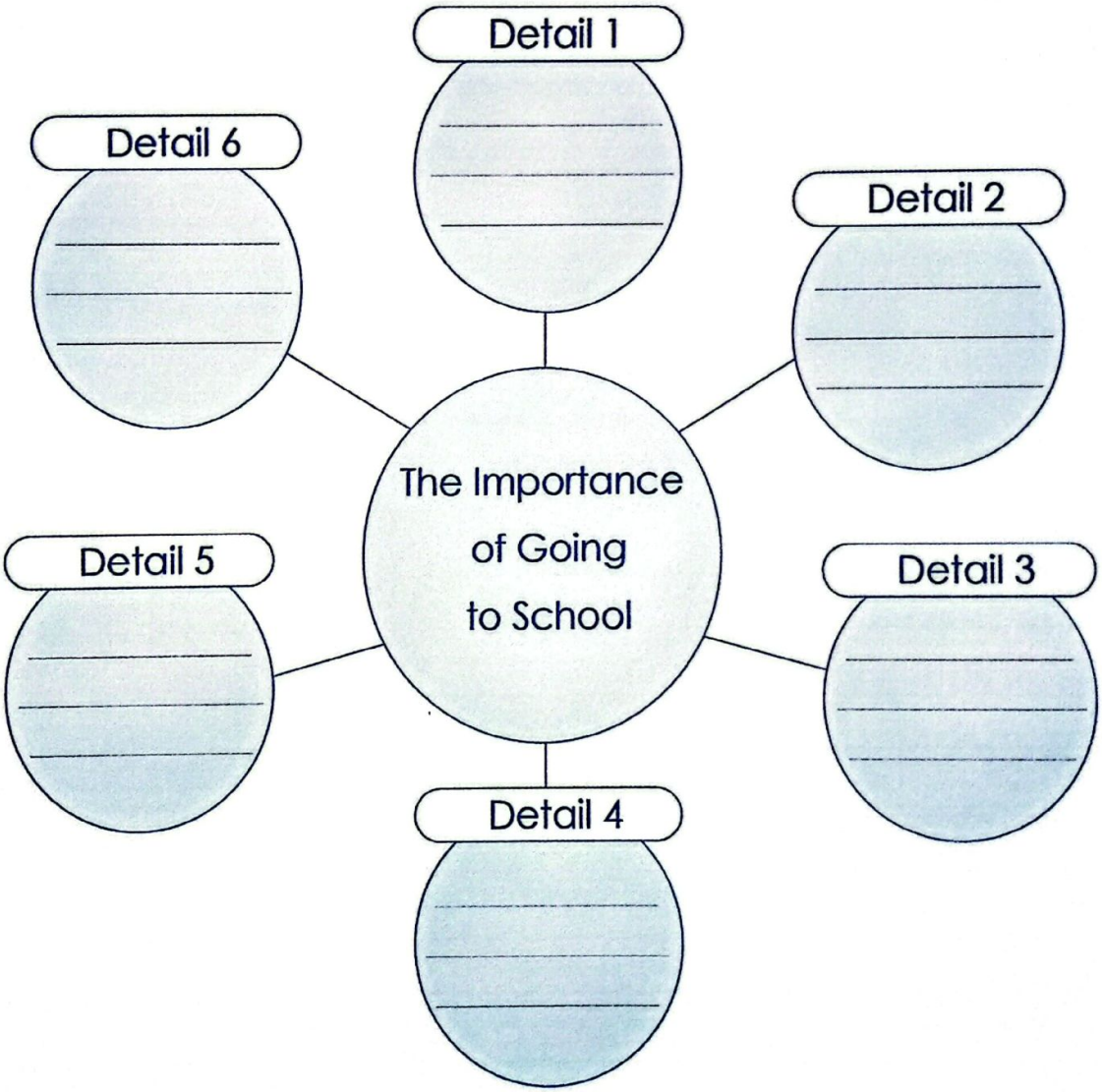
④ Publishing

Writers should finalize their writing to get it ready for sharing with others.

- There is no right or wrong way to write. The most important thing is to find a process that works for writers and helps them produce their best composition.

Let's apply!

A. **Refer** to the following bubble web and **brainstorm** ideas about the importance of going to school.



B. Based on your brainstormed ideas, **write** your first draft about the importance of going to school.

LESSON 6

Process of Writing

Writers should know that:

- The first draft of the paragraph needs proofreading and editing.
- The paragraph has to be rewritten for a final published version.

Let's apply!

A. During the previous writing session, you created your first draft of a paragraph. **Follow** the **Writing Checklist 1** provided below, and then **edit**, **proofread**, and **rewrite** the corrected version of the same paragraph.

Writing Checklist 1

① Have I written a topic sentence that is relevant to the main idea?

② Are my supporting details arranged in a logical order?

③ Are all my ideas relevant and well-connected?

④ Have I written an effective closing sentence?

B. **Follow** the **Writing Checklist 2** provided below. **Edit**, **proofread**, and **rewrite** the finalized corrected version for publishing.

Writing Checklist 2

① Have I indented my paragraph?

② Have I followed concise mechanics?

③ Does my paragraph have a catchy title?

④ Is my handwriting legible and tidy?

LESSON 7

Dialogue

Writers should know that:

- A dialogue takes the form of a conversation.
- A dialogue occurs between two or more characters.
- Quotation marks and reporting verbs are necessary elements in this type of writing.

Let's apply!

A. **Read** the following dialogue about Lili's visit to her grandma's house. Then **answer** the questions that follow.

- Lili said, "I am pleased to visit you, Granny!"
- Granny replied, "Welcome to your home, honey."
- Lili asked, "Where will I sleep today?"
- Granny answered, "There is a special room for you, where you see the sun rising in the morning."
- Lili commented, "That sounds amazing, Granny!" She continued, "I am thinking of waking up early to watch the cows graze in the meadow."

- Granny said, "Ah! That will keep you energetic all day long, darling."

1. How many characters are in the dialogue? **Name** them.

_____

_____

2. What is the main idea of this dialogue?

_____

_____

3. What form does the dialogue take?

_____

_____

4. **Pick out** the reporting verbs in this dialogue.

_____

_____

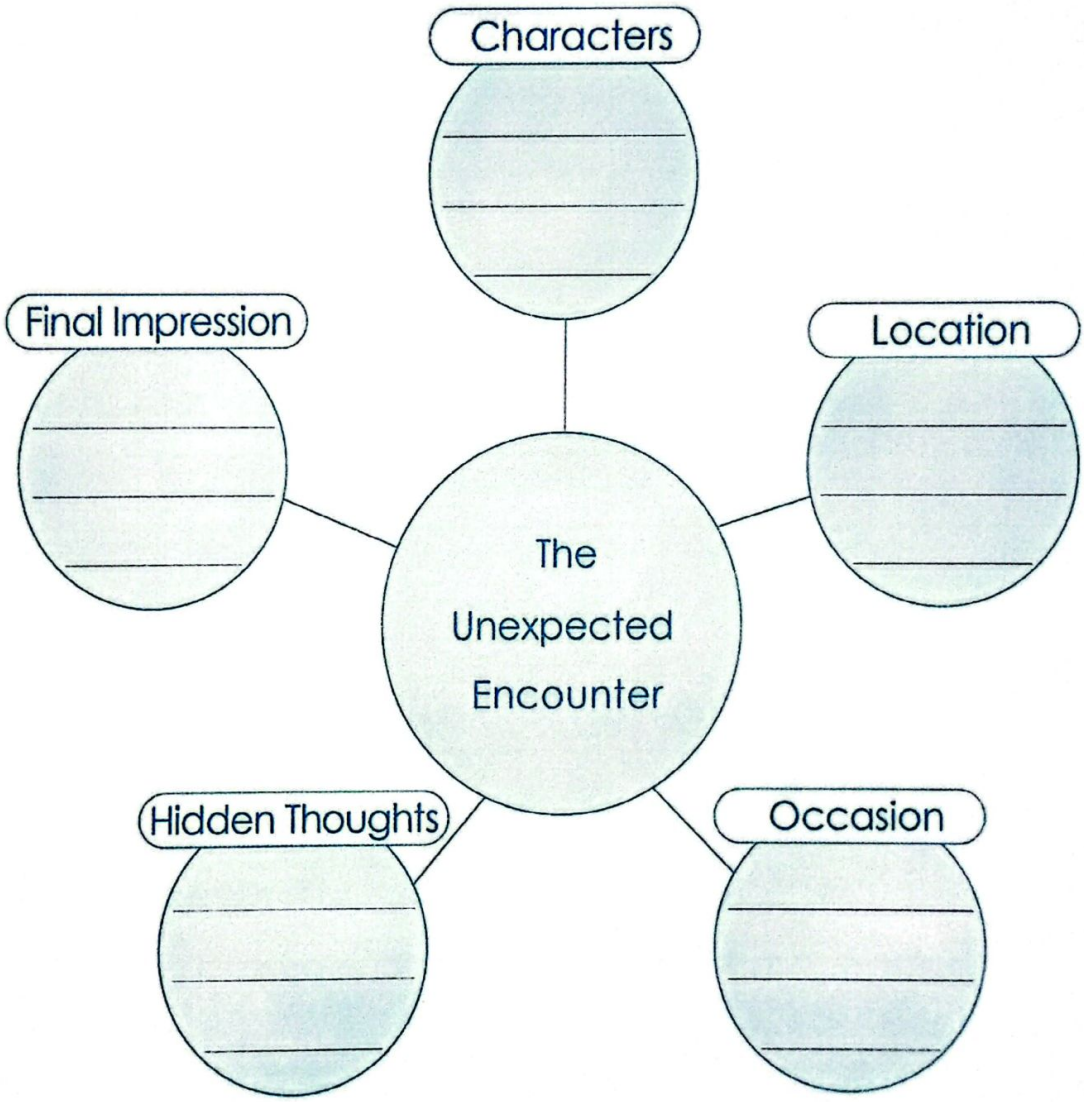
5. What other element is found in the dialogue?

_____

_____

B. **Write** a dialogue where two persons from different countries meet for the first time.

1. **Sketch out** the scene.



2. **Write** your dialogue below.

LESSON 8

Descriptive Writing

Writers should know that:

- A descriptive paragraph describes a person, a place, a thing, or an event.
- A descriptive paragraph needs sensory details and figurative language.

Five Senses
Seeing
Hearing
Touching
Smelling
Tasting

Figures of Speech
Simile
Metaphor
Personification
Hyperbole

- Writers should be precise in choosing their spatial order transitions, such as *below*, *above*, *nearby*, *beneath*, *in front of*, *along*, *within*, *beyond*, and *further*.

Read the following example for a description of a park.

Literal Description

In spring, the weather becomes warmer, and grass grows everywhere.

- This sentence literally describes the beauty of spring without creating any vivid image or live interaction with the reader's imagination.
- If we want to make the description more memorable for the reader, we can use figurative language.

Figurative Description

The mild spring sun touches my skin as the soft green grass brushes my toes.

- In this sentence, the writer first uses personification, in which the sun is personalized. Then he/she uses a metaphor where the toes are indirectly compared to something that can be brushed.

Sensory Details

The fragrant aroma of the flowers fills our backyard.

- Here, the sensory detail "fragrant aroma" appeals to the sense of smell. Using sensory details as another key element creates a vivid description and brings the object being described to life.

- Obviously, not all senses will apply to every subject, but it is always a good idea to explore what is interesting about your subject beyond just its appearance.
- Do not forget that choosing the correct diction will support your description.

Let's apply!

Read the following paragraph that describes the beach during sunset.

Have you ever experienced the beauty of the beach? When the sun sets over the horizon, it casts a warm orange glow that kisses my skin and turns the rippling waves into molten gold. Their gentle crash along the shore is a soothing melody, whispering secrets to the sand. Beneath my bare feet, I feel the soft, warm sand as if walking on a bed of velvet. As the sun dips lower, it paints the sky with shades of orange, pink, and purple. As I close my eyes and inhale the salty air, I feel the worries of the day melting away with each wave's retreat. No wonder nature has embodied its utmost beauty in this place!

1. What type of writing is the above paragraph? Why?

_____

_____

_____

2. **Pick out** three figures of speech used in the paragraph.

_____

_____

_____

3. **Fill in** the table below with sentences containing sensory details, **identify** the senses they appeal to, and then **suggest** alternative sentences.

Sentence	Sense Used	Alternative
a.		
b.		

4. **Circle** the spatial order transitions in the paragraph.

5. There are a lot of adjectives in the paragraph. **Underline** three of them.

6. **Suggest** a catchy title for the paragraph.

_____

Descriptive Writing

Let's apply!

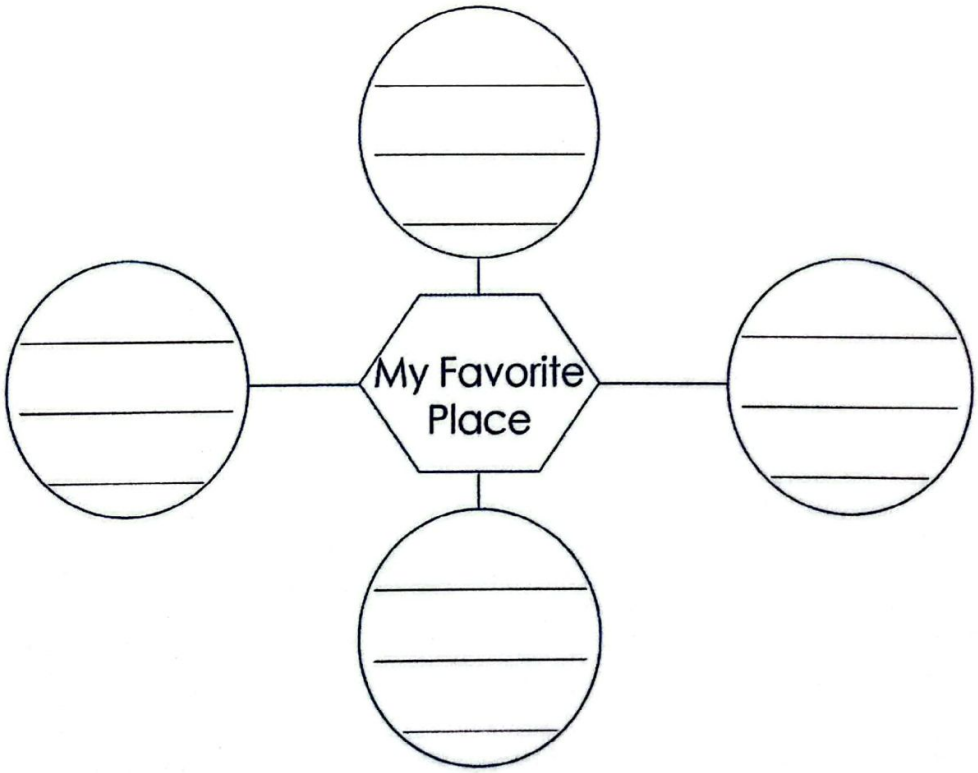
Consider the following prompt.

Stepping into my favorite place is like stepping into another world. In my favorite place, I feel an overwhelming sense of belonging, like I'm exactly where I should be.

In a well-organized descriptive paragraph, **describe** your favorite place.

Fill in the following descriptive diagram with suitable information. Then **develop** your ideas in a paragraph.

Prewriting/Brainstorming



Drafting

Editing and Revising

Refer to the **Writing Checklists 1 and 2** on pages 28 and 30 and **proofread** your paragraph.

Publishing

LESSON 10

Narrative Writing

Writers should know that:

- A narrative paragraph tells a story, recounts an event, or recalls an incident.
- A personal narrative involves the narrator's direct experiences. It is told from the first-person point of view.
- An impersonal narrative lacks the narrator's personal connection with the details of the narration. It is told from the third-person point of view.
- Story elements provide a unified and coherent narrative.

Setting

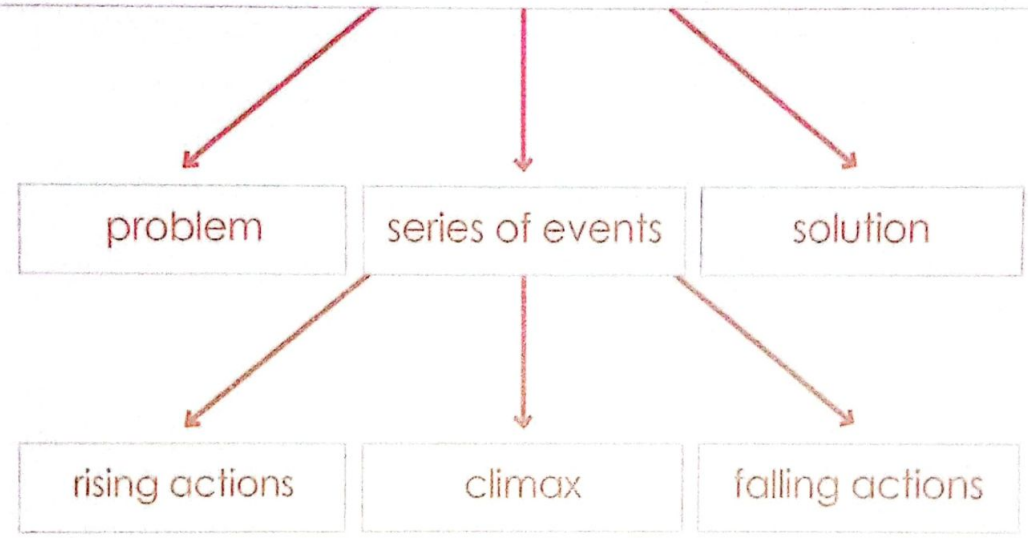
It refers to the time and place of a story.

Characters

This term refers to the people involved in a story.

Plot

It is the sequence of events that drives a story forward.



To write a unified, coherent paragraph, writers should use time order transitions, such as *when*, *while*, *before*, *after*, *meanwhile*, *suddenly*, *later*, *then*, and *finally*.

Let's apply!

Read the following excerpt adapted from the story, "**Goldilocks and the Three Bears**", about Goldilocks' experience in the forest.

Once upon a time, there was a little girl named Goldilocks. She went for a walk in the forest. Pretty soon, she came upon a house. When she knocked on the door, nobody answered. So, she walked right in. In the kitchen, there were three bowls of soup on the table. Goldilocks was hungry. First, she tasted the soup from the first bowl. "This is too hot!" she exclaimed. Next, she tasted the soup from the second bowl. "This is too cold," she said. After that, she tasted the last bowl of soup. "Ah, this is just right," she said happily and ate it all up. After she had finished eating, she decided to relax.

Goldilocks walked into the living room, where she saw three chairs. Initially, she sat in the first chair to rest her feet. "This chair is too big!" she exclaimed. Then she sat in the second chair. "This chair is very big, too!" she whined. Later, she tried the last and smallest chair. "Ah, this chair is just right," she sighed. Unfortunately, when she settled down into the chair to rest, it broke into pieces! Goldilocks was very sad to crash the chair. Suddenly, she remembered her armchair; she got it and exchanged it with the broken chair. That made her feel over the moon.

1. **Identify** the type of writing above.

2. **Fill in** the following story elements chart.

Setting

Time: _____

Place: _____

Main Character

_____

Plot

Problem: _____

_____

Series of Events:

a. _____

b. _____

c. _____

Resolution: _____

_____

3. **Circle** the time order transitions in the story.

4. **Suggest** an appealing title for the story.

_____

Narrative Writing

Consider the following prompt.

A helping hand is a gift of kindness and a blessing. If you see someone struggling, don't walk by. Extend a hand, offer a smile, or even lend a listening ear. You never know what a difference it might make.

Based on the above statements, **write** a well-organized narrative paragraph about a time when a new student arrived at your school. **Tell** what happened and how you eased that student's discomfort, making him/her feel welcome.

Fill in the following story elements chart with suitable information. Then **develop** your ideas in a paragraph.

Prewriting/Brainstorming

Setting

Time: _____ Place: _____

Characters

Main: _____ Minor: _____

Plot

Problem: _____

_____

Series of Events:

a. _____

b. _____

c. _____

Resolution: _____

_____

Drafting

Editing and Revising

Refer to the **Writing Checklists 1 and 2** on pages 28 and 30 and **proofread** your paragraph.

Publishing

Process Writing

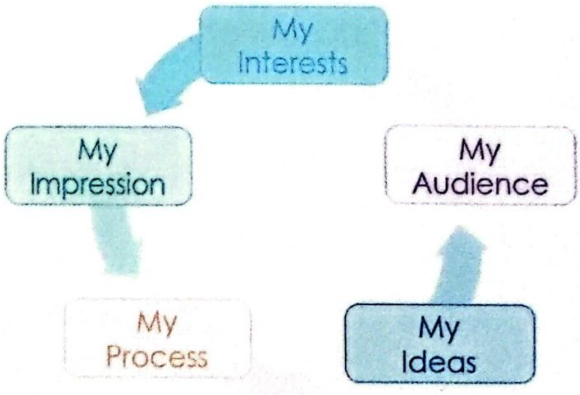
Writers should know that:

- Process writing is a type of informative writing.
- Process writing lists the sequence of performing a task.
- Process writing moves step by step to finish the task.
- Process writing focuses on presenting one activity.

Sequential Transitions

Initiating the Process	Sequential Steps	Ending the Process
To begin with	First	Finally
First of all	Second	Last
Initially	Next	Lastly
To start with	Fourth	In the final stage
	Afterward	To finish off

- The following elements are key components in process-oriented writing.



Read the following paragraph, and then **answer** the questions that follow.

Creating an advertisement is an art in itself. It requires a blend of creativity, strategy, and technique. To begin with, every amazing advertisement begins with a spark. First, advertisers define their audience. Knowing who they are talking to is an important step because the message may differ for children, teenagers, or adults. Second, advertisers choose the right media. The chosen platform, from television screens to billboards or social media, strengthens the power of the message advertisers want to deliver. Third, visualizing and crafting the advertisement is an indispensable step where advertisers try to bring their subject to life to captivate their audience. Finally, before releasing the advertisement to the world, advertisers test it on special viewers to gather feedback and analyze their reactions. Really, creating an effective advertisement is a rewarding journey that lets the imagination fly, shadowing the beauty of its ideas everywhere.

1. **Identify** the type of writing of the above paragraph.

2. How many steps has the writer followed?

3. What role do sequential transitions play?

4. How are the topic sentence and the closing sentence related?

5. **Add** a catchy title to the paragraph.

_____

6. **Think** about your favorite product. It could be a toy, a snack, a game, or anything else you love. **Draw** a simple advertisement for this product.

Process Writing

Consider the following prompt.

Nothing tastes better than the company of loved ones. Engaging in a project with friends is a valuable way to spend time together and create memorable experiences.

Based on the statements above, **write** a well-organized process paragraph outlining the steps you follow to prepare for a project with your friends.

Prewriting/Brainstorming

Step 1

Step 2

Step 3

Step 4

Drafting

Editing and Revising

Refer to the **Writing Checklists 1 and 2** on pages 28 and 30 and **proofread** your paragraph.

Publishing

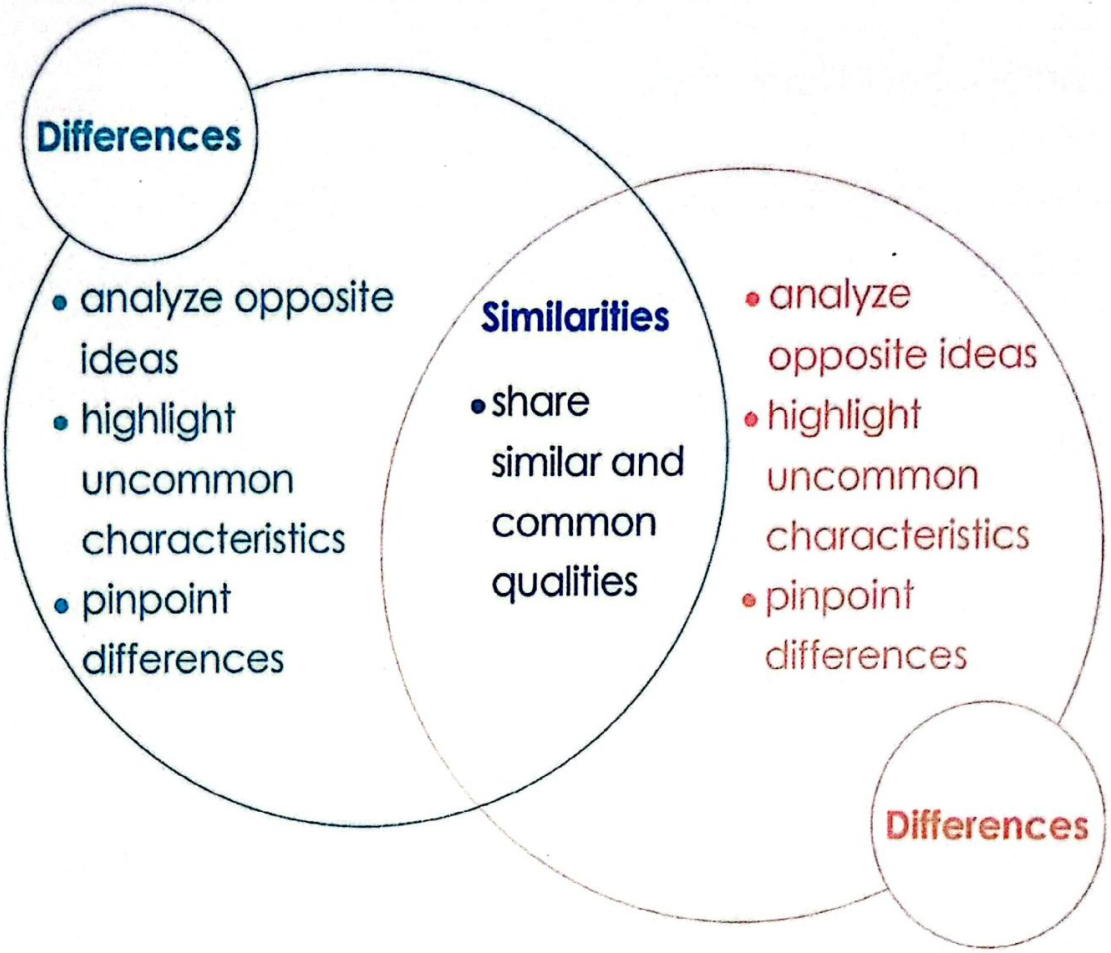
LESSON 14

Compare and Contrast Writing

Writers should know that:

- When comparing two or more people, animals, things, places, ideas, or topics, they have to state their similarities.
- When contrasting two or more people, animals, things, places, ideas, or topics, they have to state their differences.
- They can use appropriate transitional signals to guide readers through the shifts between the similarities and differences.
- They can depend on transitional signals, such as *similarly, in the same way, likewise, opposite to, unlike, however,* and *on the other hand*.
- They can construct a Venn diagram to show the similarities and differences they need to write about.

Venn Diagram



Let's apply!

Read the following paragraph about how cats and dogs are similar and different.

At first glance, cats and dogs appear to be distinct animals, yet they both share many similarities. Cats are known for their independent nature and graceful movements, while dogs are typically friendly and eager to please. Cats meow quietly, while dogs tend to bark loudly. However, these furry animals share a surprising number of similarities. Both are intelligent animals capable of learning tricks and forming strong bonds with humans. They also possess innate hunting instincts and rely on their senses to detect danger. In conclusion, despite their outward differences, cats and dogs share common characteristics in their behaviors and abilities.

1. **Identify** the type of writing of the above paragraph. **Justify** your answer.

_____

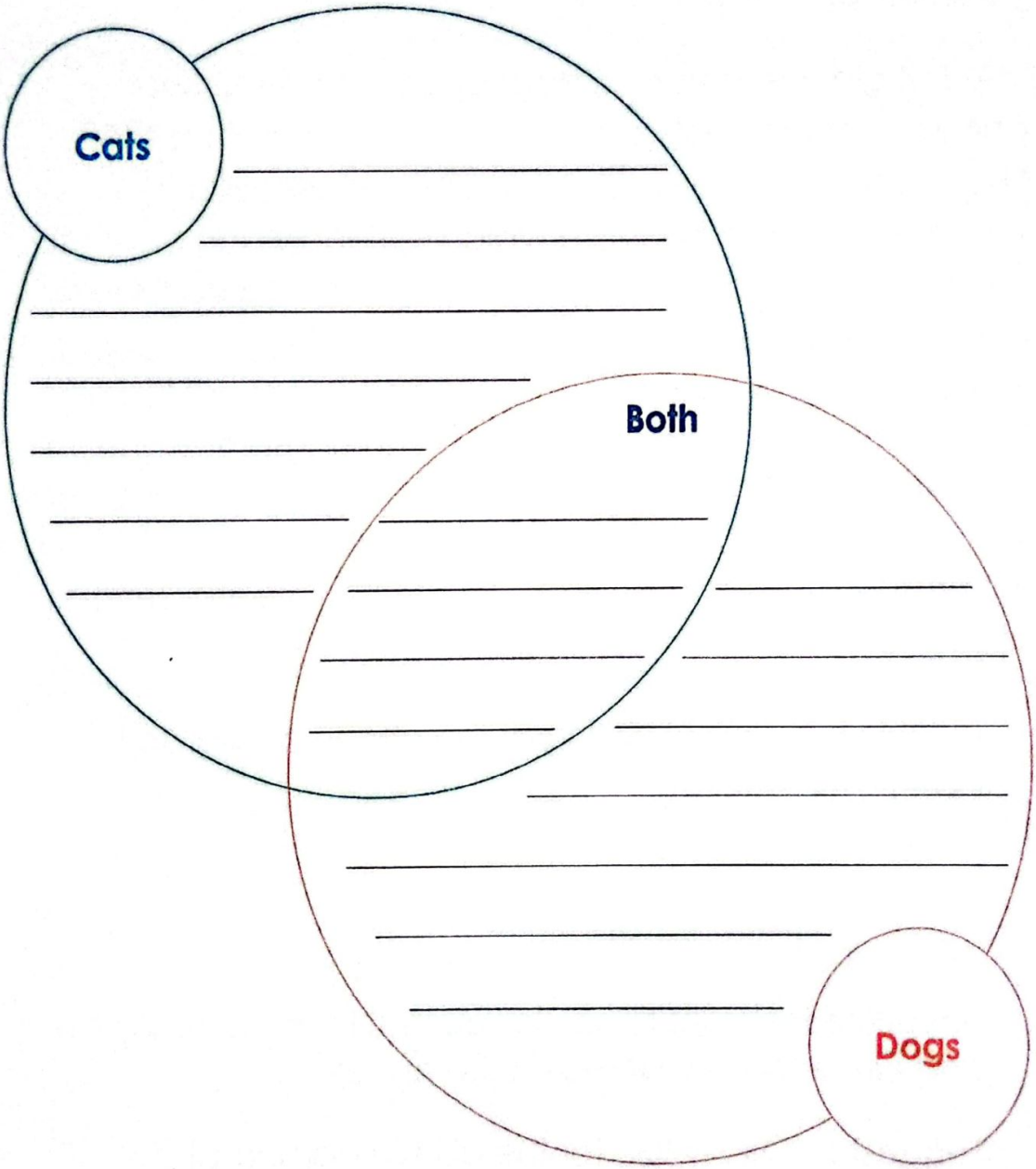
_____

2. **Underline** the transitional signals that indicate similarities and **circle** those that show differences.

3. **Suggest** a catchy title for the above paragraph.

_____

4. **Fill in** the following Venn diagram.



Compare and Contrast Writing

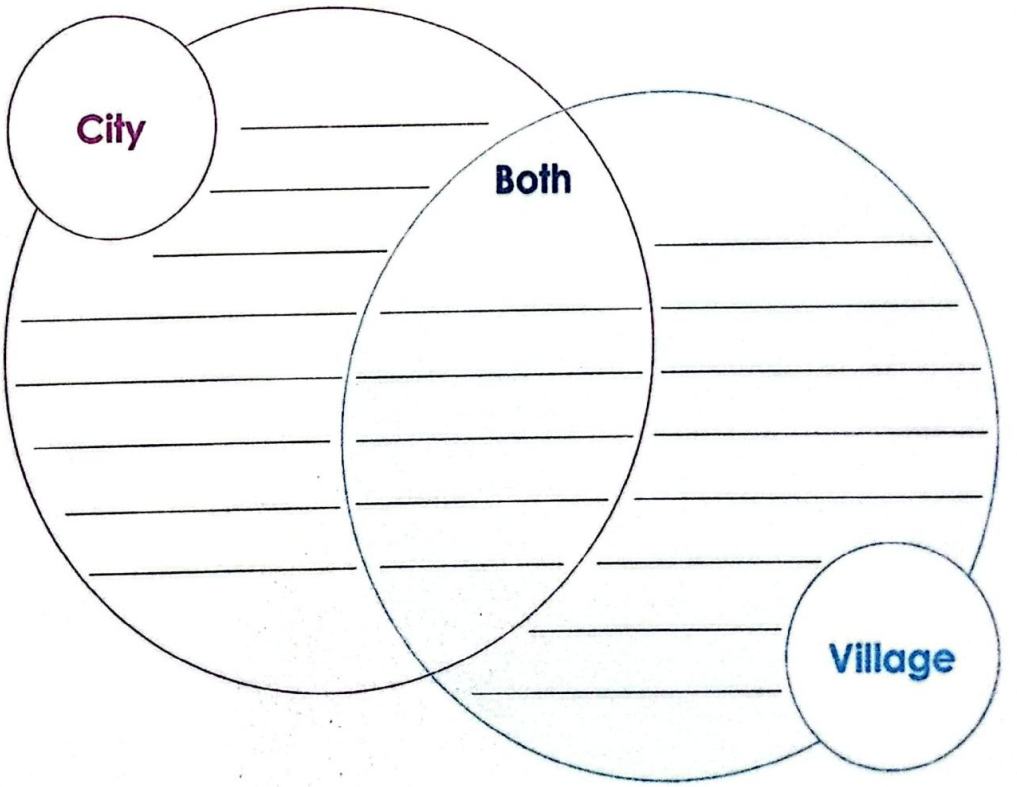
Consider the following prompt.

A person's paradise might be a prison to another. Those who love nature cherish its solitude, while others who do not find comfort in nature's tranquility seek the bustle of city life.

Based on the above statements, **write** a well-organized compare and contrast paragraph about the similarities and differences between life in the city and life in the village.

Fill in the following Venn diagram with suitable information and **provide** appropriate examples in your paragraph.

Prewriting/Brainstorming



Drafting

Editing and Revising

Refer to **My Checklist** and **proofread** your paragraph.

My Checklist	✓	✗
Catchy Title		
Topic Sentence		
Enough Supporting Details		
Relevant Details		
Concluding Sentence		
Appropriate Transitions		
Indentation		
Proper Spelling		
Punctuation		
Proper Grammar		
Capitalization		

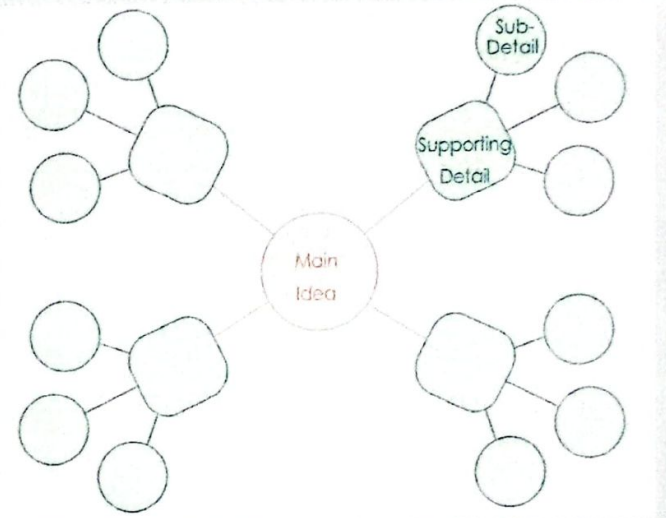
Publishing

LESSON 16

Report Writing

Writers should know that:

- A report is a type of informative writing that presents factual information on a specific topic.
- A report deals with examples of everyday life.
- Following a mind map organizer facilitates writing a report as a first stage.



- The choice of transitions depends on the type of the report being written. Writers use stable transitions like *furthermore*, *moreover*, *also*, and *besides* to show addition. To indicate contrast, they might use transitions, such as *however*, *nevertheless*, and *on the other hand*. For conclusions, typical transitions include *therefore*, *consequently*, and *as a result*.

Let's apply!

Read the following report about my amazing backyard garden.

Hello everyone!

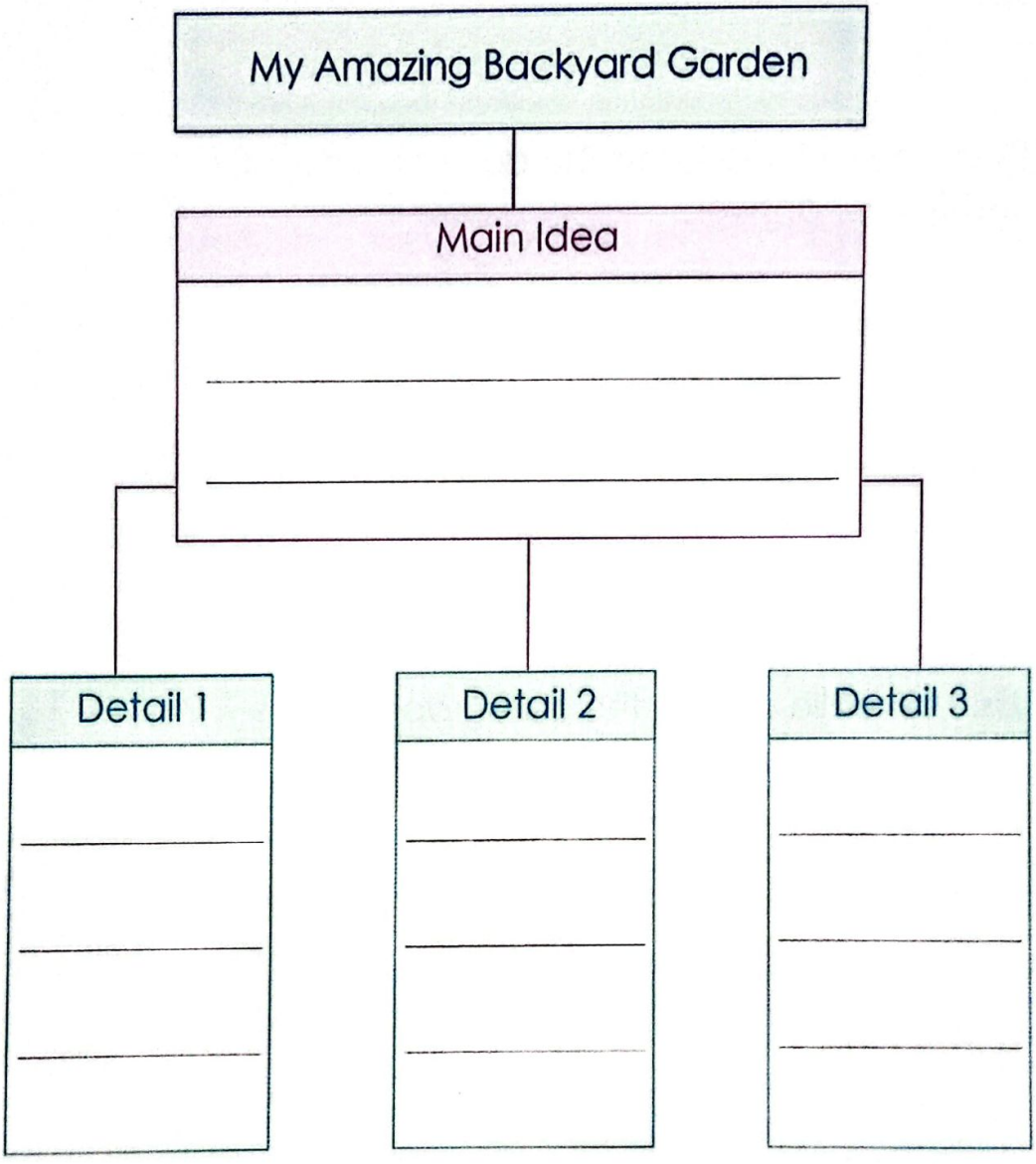
Today, I want to tell you about my super cool backyard garden. I started it with Mom and Dad a few months ago, and it's already full of awesome things! The first things we planted were tomatoes. We got three different kinds: big red ones, tiny cherry ones, and even yellow ones that look like sunshine. We take care of them every day by watering them and making sure they get enough sunlight. And guess what? We've already picked some yummy tomatoes for our salad! But there's more in my garden than just tomatoes. In addition, we planted carrots, lettuce, and even strawberries. Right now, they are all just little sprouts, but I can't wait to see them grow big and strong. To make it even better, I drew a picture of what my garden will look like when everything is ready for harvest! Overall, my backyard garden is my best place! It's so much fun to watch everything grow. I can't wait to eat all the yummy plants we've grown!

1. What does the report start with?

2. Does the writer address the audience directly?
Justify your answer.

3. Realia are physical objects used to help readers understand abstract ideas.
List the realia used in the paragraph.

4. **Fill in** the following report organizer.



Report Writing

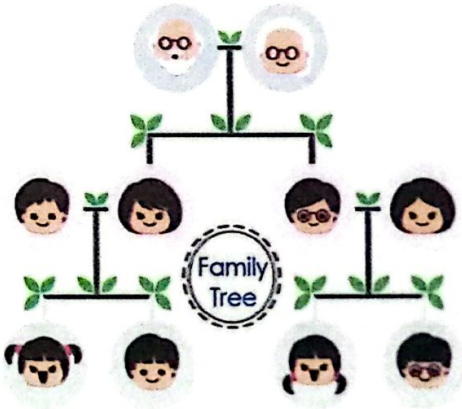
Consider the following prompt.

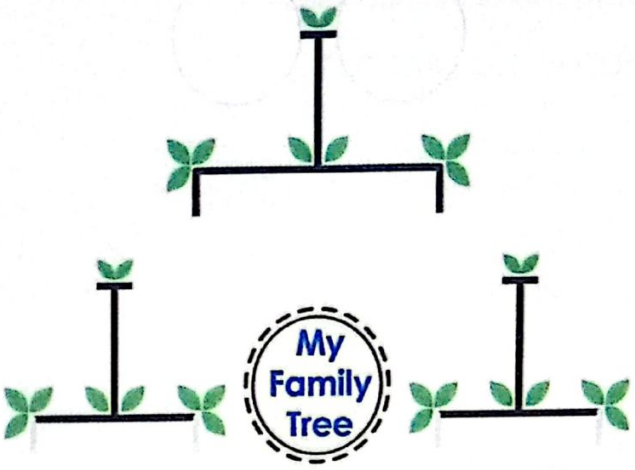
A family tree is not just a list of names. It's a story of love, composed of happy and sad moments, which weaves its way throughout time. This story connects us to the past and future.

Based on the above statements, **write** a report presenting your family tree and describing your family's special traditions and gatherings. You can include pictures of your family members and describe each person's role within the family. **Share** your favorite gatherings.
Make the presentation interactive by asking the audience questions about their families and daily rituals.

Prewriting/Brainstorming

Fill in the following family tree organizer.
You may add circles where needed.
An illustrative family tree example is provided to facilitate the process of creating your own.





Drafting

Editing and Revising

Refer to **My Checklist** and **proofread** your paragraph.

My Checklist	✓	✗
Catchy Title		
Topic Sentence		
Enough Supporting Details		
Relevant Details		
Concluding Sentence		
Appropriate Transitions		
Indentation		
Proper Spelling		
Punctuation		
Proper Grammar		
Capitalization		

Publishing

LESSON 18

Cause and Effect Writing

Writers should know that:

- There should be a reason (cause) to engage in such a type of paragraph.
- This reason will lead to consequences (effects).
- Causes and effects are presented in logical order.
- Referring to examples and pieces of evidence empowers the piece of writing.
- Cause transitions include *because*, *since*, *for*, *due to*, and *owing to*.
- Effect transitions include *so*, *thus*, *hence*, *consequently*, *therefore*, *as a result*, and *accordingly*.
- Using a cause-effect chart facilitates the writing process.

Let's apply!

Read the following paragraph about daily tooth brushing.

There are many causes and effects behind brushing the teeth daily. Because gums can get diseased, brushing the teeth helps prevent gingivitis. Due to plaque, the teeth are weakened, so brushing twice daily with fluoride toothpaste makes it harder for cavities to form. Since bacteria form on teeth after eating, brushing removes food particles and germs that can cause bad breath. Consequently, tooth brushing promotes oral health and overall wellness.

1. What type of writing is the paragraph?
   Justify your answer.

2. **Refer** to page 77 and **complete** the following cause-effect table.

Cause	Effect
a.	a.
b.	b.
c.	c.

3. **Pick out** any two transitions from this paragraph.

_____

_____

4. **Choose** only one transition word. How does this transition word enhance the cause-effect relationship in the paragraph?

_____

_____

_____

_____

5. **Provide** the paragraph with a catchy title.

_____

Cause and Effect Writing

Consider the following prompt.

The decision to cut down trees is complex. It can have a negative impact, disrupting the balance between meeting human needs and protecting the environment.

Based on the above statements, **write** a well-organized paragraph that explains the causes and effects of deforestation. **Support** your paragraph with examples from daily life.

Fill in the following cause-effect chart with suitable information. Then **develop** your ideas in a well-organized paragraph.

Prewriting/Brainstorming

Deforestation	
Cause	Effect
a.	a.
b.	b.
c.	c.

Drafting

Editing and Revising

Refer to **My Checklist** and **proofread** your paragraph.

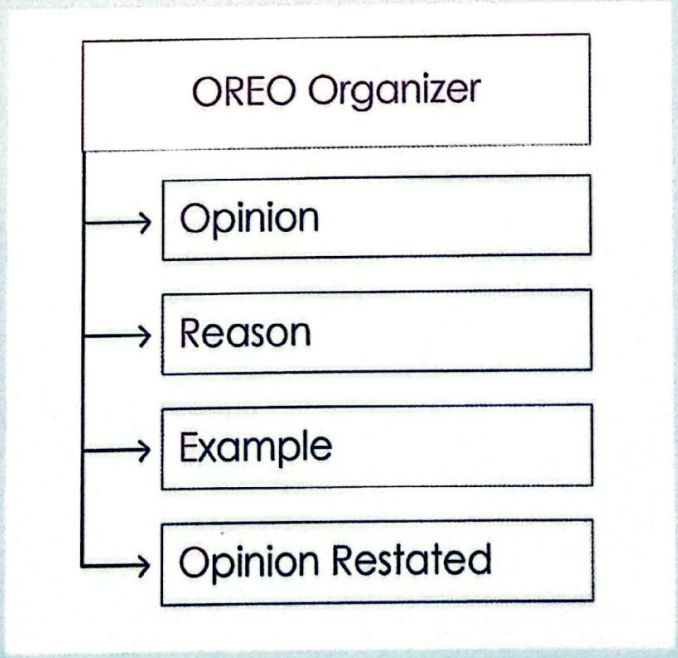
My Checklist	✓	✗
Catchy Title		
Topic Sentence		
Enough Supporting Details		
Relevant Details		
Concluding Sentence		
Appropriate Transitions		
Indentation		
Proper Spelling		
Punctuation		
Proper Grammar		
Capitalization		

Publishing

Opinion Writing

Writers should know that:

- They can express their personal thoughts, beliefs, or feelings about a specific subject.
- They can give reasons supported by examples.
- They should use convincing language to persuade readers of their point of view.
- They should always start their paragraphs with keywords, such as "I think that" or "In my opinion".
- Follow the OREO organizer in your presentation.



Let's apply!

Read the following paragraph explaining why you believe teamwork is very important.

I think that teamwork is very important for many reasons. First, teamwork unites individuals around a common goal. For example, individuals feel connected to something bigger than themselves, aligning their personal goals with those of the team. This motivates them to contribute their best and work toward collective success. Besides, teamwork builds trust and respect. For instance, team members believe in each other's abilities and intentions, creating a safe space for tolerance, learning, and growth. This strengthens the bonds between individuals, making the team more resilient and successful. Last but not least, teamwork cultivates a positive and enjoyable work environment. For instance, a team with a strong spirit is simply more fun to be part of. To conclude, teamwork is a powerful force in any setting; we should embrace it to tackle challenges with great effort.

Let's apply!

A. **Fill in** the **OREO** organizer below.

Opinion

Reason 1	**E**xample

Reason 2	**E**xample

Reason 3	**E**xample

Opinion Restated in Different Words

B. How does the concluding sentence support the writer's claim?

C. **Mention** one example, not included in the paragraph, that shows why teamwork is important. Do you think this example is convincing to the reader?

D. **Suggest** a suitable title for the paragraph.

Opinion Writing

Consider the following prompt.

We live in a web of relationships. Just as we cherish our fundamental rights, we must also embrace the responsibilities that come with them. This delicate balance is what fosters a just and thriving society.

Based on the above prompt, **write** a well-organized opinion paragraph about why you think citizens should practice their rights and duties. **Support** your paragraph with reasons and examples.
Fill in the **OREO** organizer with suitable information. Then **develop** your ideas in a well-organized paragraph.

Prewriting/Brainstorming

Opinion

Reason 1	Example

Reason 2	Example

Reason 3	Example

Opinion Restated in Different Words

Drafting

Editing and Revising

Refer to **My Checklist** and **proofread** your paragraph.

My Checklist	✓	✗
Catchy Title		
Topic Sentence		
Enough Supporting Details		
Relevant Details		
Concluding Sentence		
Appropriate Transitions		
Indentation		
Proper Spelling		
Punctuation		
Proper Grammar		
Capitalization		

Publishing

Friendly Letter

Writers should know that:

- They write this type of letter to keep in touch with anyone they feel friendly toward.
- A friendly letter is not formally written because it just shares entertaining news.
- They should follow the format of the friendly letter, which includes:

Heading
• the address of the sender at the top right-hand side of the page, along with the date of the letter

Opening Salutation
• the greeting of the sender to the recipient

Body
• the content of the letter

Closing Salutation
• the closing phrase of the letter

Signature
• the name of the sender

Let's apply!

Read the following friendly letter.

Hamra Street
Beirut
August 12, 2024

To Lina,

I've just missed those sweet days we spent together, rambling across the fields. At this moment, I'm just recalling our laughter and the tricks we used to play on the town's grocer. Do you still remember the library where we used to read stories and then gather around the town square to narrate them to the kids? I can't forget the gratitude they showed us for teaching them valuable life lessons! I do know that just distances separate us, but our hearts and souls are still attached to those memories.
Waiting to hear from you soon.

With love,
Sally

A. What type of letter is written on page 93?
Justify your choice.

B. **List** the parts of the letter in the following table.

Part of the Letter	Detail(s)

C. Now, it is your turn to share with us a letter to someone who means the world to you.

Formal Letter

Writers should know that:

- They write this type of letter to formal recipients, like principals or teachers.
- A formal letter is well-structured and focuses on delivering information in a clear, concise, and respectful manner.
- They should follow the format of the formal letter, which includes:

Heading
• the address of the sender at the top right-hand side of the page • the date of the letter and the recipient's address beneath the date on the left-hand side
Opening Salutation
• the greeting of the sender to the recipient
Body
• the content of the letter
Closing Salutation
• the closing phrase to end the letter
Signature
• the full name of the sender

Let's apply!

Read the following formal letter.

Samer Mohsen
Grade Four
Arabian International School
July 25, 2024

Municipality of Cairo
412 Highway
Al Mansour Street

Dear Mr. Salim,

I am writing to you today to inform you that all the preparations for the cleanup campaign in our town have been completed. We, the fourth graders, are now ready to start our mission. Initially, we will all meet beside the municipality to assign duties. We will divide ourselves into three teams, each with a specific task. Some will sweep the roads, others will remove the trash, and the rest will plant trees and different types of flowers to create a clean, appealing, charming, and well-decorated town. We are looking forward to meeting the citizens and announcing the date of the campaign.

Best regards,
Samer Mohsen

A. What is this type of letter called? How does it differ from the friendly letter in content?

B. Is the sender in direct contact with the recipient? How do you know?

C. Which part is found in a formal letter but missing in a friendly letter?

D. **Write** a formal letter to your teacher, apologizing for not attending the class due to an urgent situation.

Research Writing

Researchers should know that:

- They approach research like a detective game, seeking to find answers.
- They start by choosing a topic they are curious about.
- They look for information in books, websites, and videos, or even ask experts.
- They take notes, draw pictures, or create charts to keep track of all the information they gather.
- They use several methods, such as posters or digital presentations, to present their work.

Let's apply!

Let's consider that "Spaghetti" is the topic under study.

Research Topic: Investigating the ingredients and steps for making a delicious spaghetti dish

Explore the ingredients and step-by-step procedure for making a classic spaghetti dish with tomato sauce.

Ingredients	Cooking Process (Method)
○ 1 pound (450 grams) spaghetti pasta ○ 2 tablespoons olive oil ○ 1 medium onion, finely chopped ○ 2-3 minced garlic cloves ○ 1 can (28 ounces) crushed tomatoes ○ 1 tablespoon tomato paste ○ 1 teaspoon sugar (optional to reduce acidity) ○ 1 teaspoon dried basil ○ 1 teaspoon dried oregano ○ Salt and pepper to taste ○ Fresh basil leaves for garnish (optional)	1. **Cook the pasta**: In a large pot of boiling salted water, cook the spaghetti according to the package instructions. Drain and set aside. 2. **Prepare the sauce**: In a large skillet, heat the olive oil over medium heat. Add the onion and cook until translucent. Add the garlic and cook for another minute until fragrant. 3. **Add tomatoes and spices**: Stir in the crushed tomatoes and tomato paste. Add the sugar, dried basil, dried oregano, salt, and pepper. Simmer the sauce for about 20-30 minutes, stirring occasionally. 4. **Combine and serve**: Toss the cooked spaghetti with the tomato sauce. Serve with fresh basil on top.

Explore the steps necessary for planning a picnic with your friends. **Be sure** to include the choice of location, its features, and the preparations.
Fill in the following outline research paper. Then **present** your information in a research form.

My Topic

_____

_____

Place to Visit

_____

_____

Features

_____

_____

_____

Preparations

_____

_____

_____